

Central Intelligence Agency
Office of Logistics
Mail and Courier Service

SECRET

INTERNAL COURIER SERVICE

1. Internal Courier Service runs provided within Headquarters Building and Ames, Key, and Magazine Buildings are not specifically identified other than as the Headquarters Building Ground Floor run, 1st floor run, 2nd, 3rd, 4th, and 5th floor runs, and the 6th and 7th floor run. The runs servicing the Rosslyn area are identified only as to the name of the building being serviced, namely: Key, Magazine, and Ames Buildings. The attached information designates the stops involved in providing internal courier service for buildings occupied by this Agency.

2. Internal courier service is provided 4 times each day Monday through Friday.

3. Internal service in Headquarters Building is provided at 0830, 1030, 1300 and 1500. Internal courier service in Ames, Key and Magazine buildings is provided at 0900, 1100, 1330 and 1530 hours.

4. The equipment used to provide internal courier service consists of an electric controlled vehicle, flat-bed carts, library-type carts and security-type carts.

5. The time the run is completed varies with the volume of material to be delivered. For instance, one envelope with a courier receipt to be signed can be delivered and signed for immediately, but 35 envelopes with courier receipts to be signed will naturally take a longer time to accomplish delivery. It should be noted that though time is a factor in our daily work performance it is secondary to the accuracy and thoroughness in following good security practices in effecting delivery of classified material.

EXTERNAL COURIER SERVICE

1. The external runs provided by the Mail and Courier Branch are identified by the name of the building being serviced in most instances. For example: the run servicing the Pentagon is identified as the Pentagon Run, State Department run as the State Run, Records Center as the Records Center Run. The run providing service to Government buildings in the Washington, D. C., areas is known as the City Run. The attached information designates the stops involved in providing external courier service to CIA buildings and other government buildings located in the Metropolitan-Washington, D. C., area.

2. All service provided by this Branch is on a 5 day Monday through Friday schedule with the exception of the service being provided for the Cable Secretariat and the W.O. This service is provided 24 hours a day, seven days a week. Two other exceptions are the County Run servicing

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[REDACTED] on Monday, Wednesday and Friday of each week.

3. The time each run starts is stated on the attachments listing the stops of each run.

4. The type of vehicle used is stated on the attachment listing the stops of each run.

5. The number of couriers used on each run is stated on the attachment listing the stops of each run.

6. There are no specific parking facilities available at any area serviced by the Mail and Courier Branch. Parking is always available at the Pentagon and AEC but for the other government buildings being serviced parking is on a hit and miss schedule.

7. The Mail and Courier Branch has six vehicles equipped with a two-way radio. Couriers using these vehicles can be in constant contact with the Headquarters Courier Room, GB-31. Employees using vehicles not equipped with radios are instructed to call by phone from offices they are delivering to for further instructions. If a supervisor had reason to contact a courier on a trip in a vehicle not equipped with a radio he would contact the office or offices that are being serviced by the courier and leave instructions for the courier to call his office.